Working title: SYSTEMS ANALYST

Career Ladder: TECHNICAL PROFESSIONAL   Level: 330

Department: INFORMATION TECHNOLOGY

SUMMARY AND PRIMARY FUNCTION

Responsible for the administration, setup, maintenance, inventory and integration of midrange hardware, application servers, and software. This is highly technical work in the field of information systems, requiring great attention to detail. Responsibilities include administration and operation of midrange computers, peripherals, associated operating systems and application software. The city currently operates both RISC/6000 and AS400 midrange computers. Duties also include working with PC's connected to the Wide Area Network (WAN), terminal emulation software running on those PC's, and other WAN components interfacing the midrange to the WAN, such as gateways.

PRIMARY DUTIES

Maintain an advanced level of expertise in the operation of IBM midrange computers (AS400 or RISC/6000), peripherals, associated operating systems and application software through self study and/or formal continuing education.

Oversee installation and repair of midrange computer equipment. Install operating systems and upgrades and consult with users concerning their information needs.

Develop and maintain a detailed inventory of all midrange computer hardware and software complete with purchase information, location, users, etc.

Stay abreast of new releases of system/application software and hardware. Install, evaluate and thoroughly test modifications of software in a test environment prior to placement in a production environment.

Coordinate with vendors regarding hardware maintenance, software maintenance and warranty information for all midrange systems.

Maintain documentation regarding hardware and operating system repairs/maintenance. Track all application modifications and requests.

Manage security of operation and application software and advise users in developing data and system security. Assist the proper personnel in implementation of security.

 Consult with users to arrive at practical methods of data input, output and reporting as requested.

Design, prepare, and test programs, system commands, and utility procedures as necessary or requested by users.

Work with the Director to formulate, develop and implement backup procedures and disaster recovery plan for all midrange systems.

Assess the need for repair/replacement/upgrade of midrange hardware and operating system software to include changes to memory, disk space, WAN connectivity, and processing speed.

Perform troubleshooting, run diagnostics, and perform computer programming at an intermediate level as required.

Oversee the procurement of Midrange related hardware, software, and services.

EDUCATION AND EXPERIENCE

MA/MS plus 2-4 years directly related experience with major course work in data processing, computer science or a related field, or BA/BS plus 4-6 years directly related experience.

Experience in computer systems analysis and support, application programming, and computer operating systems software.

Experience in a network environment utilizing the following hardware and software: AS/400, RS/6000, DEC VAX, Windows NT, and Microsoft Office '97.

Experience supporting municipal government applications.

Various combinations of equivalent experience and education may be considered.

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of municipal government business processes and operations.
Knowledge of the principles and practices of applications programming.
Knowledge of computer operating procedures and techniques.
Knowledge of the languages of computer programming relevant to the assignment.
Skill in the use of programming and job control languages specific to the assignment.
Ability to exercise sound judgment in decisions and interpretations.
Ability to effectively assign and supervise personnel.
Ability to effective communicate orally and in writing.
Ability to organize files and maintain accurate record.
Ability to establish and maintain effective working relationships.
Ability to understand and apply programming concepts.
Ability to maintain and continually upgrade knowledge of the principals, practices, equipment and materials used in data processing and computer programming.
Ability to lift and carry up to 30 pounds.

SPECIAL REQUIREMENTS AND LICENSES
Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

PHYSICAL DEMANDS/WORKING CONDITIONS/EQUIPMENT
Perform physical body movements such as sitting, standing, walking, squatting, kneeling, reaching, and writing by hand.
Computer (mid-range, personal and client/servers including related software), printers, keyboard, telephone, fax machine, copier and automobile.
Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.